



Administration

Town Attorney

- Protect the legal interests of the Town
- Ensure proper legal processes and procedures are followed
- Serves as the legal advisor to the Town Council,
 Commissions & Boards, Town Manager & all Depts
- Draft and review contracts and other legal documents

Town Manager

- Ensures implementation of Town Council policy
- Ensures execution of Town Council directives
- Direction & oversight of all Town operations
- Annual budget development & submission to Council
- Annual budget development & submission to Council
 Execution of adopted budget

Town Clerk/ Executive Assistant

- Assists Town Manager & Town Attorney
- Tracks department tasks/projects
- Coordinate/disseminate public information

Director of Administration

- Organization oversight & management in absence of Town Manager
- Department oversight & management
- Municipal Insurance & Risk Management

Special Asst

to Town Mgr

Oversight of insurance

contractors, etc.)

Compliance (COI's from

Citizen service delivery and problem resolution

Director of Human Resources

- Employee relations, performance management & discipline
- Management coaching; policy & procedures; recruitment strategies, staffing projections/plans
- Recruit. hire and retain workforce

Director of IT

- Coordinate & manage current and future IT needs for all Town departments
- Prepare & implement project plans for new and/or upgraded systems
- Incident troubleshooting, diagnosis & repair

Division Mgr. Parks & Rec

- Liaison to (5) Committee, Commissions & Boards
- Events management
- Grant writing/management

Events Specialist

- Events planning, execution & management
- Volunteer Coordination
- Liaison with outside organizations

HR Analyst

- Grants Coordinator
 Benefits Administrator
 - Munis HR/Payroll Lead Implementer
 - Oversees maintenance of all employee personnel records; liaison for employee payroll changes
 - Administration of recruitment process & onboarding of new employees

Network Administrator

- Management of network, Active
 Directory, email & phone environment
- Incident troubleshooting, diagnosis and repair of end user issues
- Monitor, troubleshoot and repair infrastructure issues

IT Specialist

- Helpdesk incident reporting, diagnosis & troubleshooting
- Asset inventory management
- Website updates

Deputy Town Clerk

- TC agendas/minutes
- Town meeting calendar
- CCB membership lists /terms

Office Assistant (3)

- Customer service
- Admin support



Engineering, Planning & Development

Director of Engineering, Planning & Development

- Overall management and coordination of the dept
- Manages certain capital projects, prepares grant applications for VDOT Revenue Sharing, Loudoun County capital projects grants, federal funding, with assistance from CP management

Director of Community Development

- Works with Senior Planner to coordinate with developers, promote economic development within the Town
- Reviews site plans

Senior Planner

- Plan review, Comprehensive Plan coordination, zoning and other ordinance revisions
- Liaison for (3) CCB's

Permit & Code Enforcement Coordinator

- Receives permit applications, sends applications to reviewers including outside referral agencies
- Tracks review comments and coordinates with applicant and P&Z Administrator

Capital Projects Coordinator

- Manage capital projects, especially those with VDOT or Federal funding
- Submits reimbursement requests as needed
- Tracks projects throughout, from concept to construction and final completion

GIS & Special Projects Coordinator

- Coordinate updates to the GIS as needed
- Provide mapping assistance and & GIS assistance to department as needed
- Research deeds & easements, especially for water/sewer in cooperation with PW maintenance
- Review plans, especially fence permit applications
- Limited Capital Project management

Site Inspector

- Inspection of water, sewer, and roadway infrastructure for both private and public projects
- Grease & Grit policy tracking and enforcement as needed
- Cross Connection control tracking and enforcement as needed
- Right-of-way permit review, tracking, inspection, coordination with applicants
- Paving replacement program coordination

Asset Management Coordinator

- Evaluate assets at all Town facilities, in cooperation with PW Director & Superintendents
- Assign values, useable life, time for replacement and estimated cost
- Work with dept mgmt to repair/replace assets, track the replacements and keep the asset mgmt listing up to date
- Serve as backup to the Site Inspector as necessary
- Capital asset replacement plan for all infrastructure, facilities and assets

Facilities Specialist

- Repair/replace and assist in identification of needs at each of the Town Facilities
- Assist with inspections from outside sources as needed to identify needs and costs



Finance

Director of Finance

- Department oversight & management
- Munis ERP Project Exec Sponsor
- Financial Admin & Coordination of Financial Advisors
- Long term fiscal planning & credit rating
- Treasury Management & Investment

Assistant Director

- Management of Revenue Team
- Support to Department Director
- Munis ERP Project Manager
- Revenue Analysis

Sr. Accounting **Technician**

- Munis Utility Billing Implementer
- Customer Service
- Customer Operations Lead

- Utility Billing & Acct Management

Accounting Technician (3)

■ Records Management

■ Payment processing

Customer service & front desk

■ Meals Tax & Misc Receivables Lead

■Business License Lead

Accounting

Specialist

- ■Munis Business License implementor
- ■Tax research & adjustments
- ■Customer service

■ Compliance - Town Procurement

Procurement

Specialist

- Policy & Public Procurement Act
- Manage formal solicitation process
- Munis Procurement Implementer
- Procurement support to all depts
- Purchase order management

Financial Analyst

- Budget & CIP Development & process
- Munis Budget Implementer
- Budget document & GFOA award
- Financial analysis

Accounting Manager

- Management of Accounting Team
- Munis Accounting, Open Finance & HR/Payroll Lead Implementer
- General ledger management
- Manage annual audit, CAFR prep & GFOA award
- Financial analysis & CIP

Accounting Technician (A/P)

- Invoice processing
- Vendor account maintenance
- Payment distribution

Payroll Specialist

- Payroll processing
- Munis HR/Payroll Implementer
- Accounts payable
- Fixed asset inventory & database
- Procurement backup

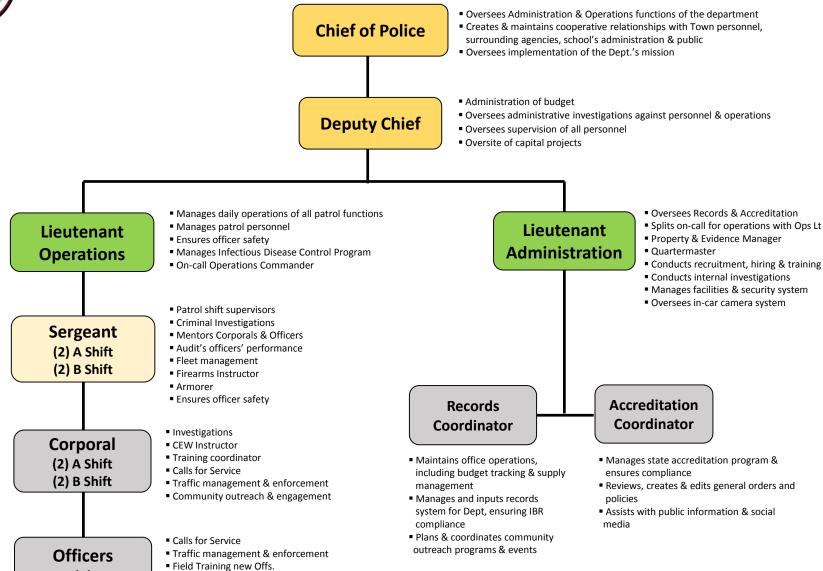


(9)

■ Criminal Investigations

■ Community outreach & engagement

Police



Public Works Director of Public Works Public Works liaison for Town Office, Council, Mayor & residents Attend various meetings as PW representative ■ Responsible for all operations, budget development and tracking, and quality assurance/control **Public Works** Coordinator Assists Director w/scheduling. **Maintenance** Wastewater Water project tracking, and budget management **Superintendent Superintendent Superintendent** ■ Fields and resolves customer complaints Oversees utility infrastructure maint., upgrades & repairs. ■ Plans, organizes and directs the operation Assists in fleet management & ■ Plans, organizes and directs the operation Oversees fleet purchases and repairs maintenance scheduli of the WTP & related facilities of the WTP & related facilities Maintains beehive work order system Monitors & administers the division budget; operations Support Engineering Dept with projects Oversees buildings, ground maint & repair activities prepares annual operation budget & assists ■ Develop and maintain budget Checks projects for progress & conformance to in the capital projects budget Ensures plant efficiency work plans & orders ■ Ensures plant efficiency **Team Lead Team Lead Assistant** Streets & Utilities Superintendent Maintenance Oversees operation & ■ Supervises team responsible ■ Supervises team responsible for maintenance of the WTP for repairs & maintenance of installation, repair & maintenance Serves as facility safety officer streets; of water distribution & sewage Coordinates work & training collection system - assists with repairs Landscaping & mowing scheduling along w/monthly contract management Preventative maintenance & planning dept meeting Water Utility Maint. Operator Maint. **Operator** Lab Maint. Meter Compliance Off. **Maint Tech** Tech (2) Mechanic **Tech (3)** Tech (2) (6)**Technician** (5) / Hydrogeologist Installs & repairs ■ Preventative ■ Verify plant Analyze all Maintain Maintain town Maintain water/ Oversees regulatory Operates surface water water meters permitted samples maintenance on easements vehicles & sewer distribution & operations compliance of operations, treatment plant & wells Reads meters for facility & all Outside lab ■ Plant Mows. trims & equipment transmission lines sampling programs, permits ■ Collects & performs billing purposes equipment Landscapes Support utility housekeeping oversight / quality Maintain easements ■ Tracks/interprets regulatory water sample testing Turns service ■ Repair equipment facililites & ■ Calibration of control & street crews ■ Clean storm drains & changes to plant operations ■ Ensures plant in on & off ■ Maintenance cost **VDOT ROW** Maintain chemical Snow removal equipment catch basins & monitoring programs compliance by making tracking ■ Snow removal inventory Snow removal Evaluates system capacity, chemical adjustments well perf, loss & demand